

UNITED STATES SECURITIES AND EXCHANGE COMMISSION
ATTORNEY
VACANCY ANNOUNCEMENT

Announcement No. 05-049-DJ

Opening Date: December 8, 2004

Closing Date: December 22, 2004

POSITION TITLE:

Supervisory Attorney-Adviser (SI)

PAY PLAN, SERIES AND GRADE

SK-905-17, \$131,422 - \$168,373

PROMOTION POTENTIAL

SK-905-17

EXCEPTED CIVIL SERVICE

NUMBER OF VACANCIES

One

WORK SCHEDULE

Full-Time

AREA OF CONSIDERATION

Nationwide

ORGANIZATION AND DUTY STATION

Division of Investment Management

Office of the Associate Director

Office of Disclosure Regulation

Washington, D.C.

FOR A VACANCY ANNOUNCEMENT: Call 24-Hour Hotline (202) 942-4150 or TDD (202) 942-4095

SUMMARY OF DUTIES:

Incumbent serves as Assistant Director of the Office of Disclosure Regulation in the Division of Investment Management. Incumbent has primary responsibility for the legal development of the Division's investment company disclosure requirements as mandated by the Securities Act of 1933, the Securities Exchange Act of 1934, and the Investment Company Act of 1940. Incumbent supplements statutory requirements with rules and forms, reviews and revises rules and forms to coincide with industry changes, and develops and recommends policies and proposals regarding the disclosure of information to investors. Incumbent supervises the initiation, design, and direction of special projects or studies to determine appropriate disclosure policies and makes recommendations to the Associate Director, top management within the Division, and Commission officials with regard to disclosure policy and the need for legislation or legislative amendments. Incumbent supervises the drafting of proposed rules, regulations, and legislative amendments. Incumbent supervises a professional staff of attorneys and others in programming and allocating work assignments of the Office. Incumbent reviews and amends work as needed, recommends personnel actions for staff, and keeps abreast of industry developments and trends to keep employees informed of changing policies, procedures, and goals of the Office.

QUALIFICATIONS REQUIRED (CANDIDATES MUST MEET MINIMUM REQUIREMENTS AS SUMMARIZED BELOW)

You must meet the Educational Requirement and Specialized (Mandatory) Experience.

I. Educational Requirement: You must have:

- Completed graduate education leading to a J.D.
- Active bar membership in any state or the District of Columbia.

II. Specialized (Mandatory) Experience: To meet the specialized experience requirement, you must have experience resolving complex and/or novel issues regarding securities laws and regulations. Candidates must be expert in the area of securities law, defined by at least four years experience applying securities related statutes.

Note: Candidates must have served at least 52 weeks at the SK/GS-14, SK/GS-15, or SK/GS-16 level (or equivalent experience in private industry) as described under Specialized Experience. SK/GS-17's may apply for reassignment.

RANKING FACTORS: Candidates who meet the qualification requirements will be evaluated against the following Ranking Factors to determine the best qualified.

1. Ability to lead a team of attorneys in executing plans and projects through completion by providing guidance and advice, suggesting approaches, coordinating analytical phases, and reviewing and drawing meaningful conclusions.
2. Ability to effectively supervise personnel at all levels, including other attorneys, to promote an effective and cohesive work environment.
3. Ability to communicate effectively in writing.
4. In-depth knowledge of the federal securities laws, rules, and regulations especially as they apply to disclosure and investment companies.

EVALUATION OF CANDIDATES

Applications will be reviewed on the basis of relevant experience, education, training, supervisory appraisal, job-related awards, and the Quality Ranking Factors in accordance with the SEC Merit Promotion Plan.

HOW TO APPLY

Candidates **MUST** submit:

1. A resume; the Optional Application for Federal Employment; or any other written format of your choice which clearly identifies: (1) The announcement number, title and grade of the job you applied for and (2) Information required in the OPM pamphlet "Applying for a Federal Job".
2. A copy of your most recent federal performance appraisal.
3. Copy of your most recent SF-50, Notification of Personnel Action. Submit copy of SF-50 that contains your current series and grade.
4. A separate sheet which clearly and fully addresses each Quality Ranking Factor.

If you do not provide all the information requested, you may lose consideration for this position. None of these forms will be subsequently loaned or returned to applicants, so candidates should make a copy of what they submit.

FILING APPLICATIONS

If you submit your application by mail, it must be postmarked on or before the closing date of the vacancy announcement and be received within three business days in the Office of Human Resources (OHR) at the address below. If you hand-deliver your application, it must be personally accepted and date stamped in the OHR at the address below or in SEC's Mini-Personnel Office at 450 Fifth Street NW, Room 1120; an application submitted via fax must be received by 5:30 p.m. EST of the closing date of the vacancy announcement. All application materials must be submitted within the prescribed deadline. Applications received in postage-paid Government envelopes will not be considered and are a violation of Federal law and regulation. Applicants are reminded of legal prohibitions against the use of Government envelopes or other property for other than officially approved activities. These prohibitions are contained in 5 U.S.C. 735.1205, 39 U.S.C. and 18 U.S.C.

WHERE TO FILE

U.S. Securities and Exchange Commission
Office of Human Resources
Attn: Maryangela Veon
6432 General Green Way, Stop 0-1
Alexandria, VA 22312
Fax: (703) 914-0556

ADDITIONAL INFORMATION

- You must meet all eligibility requirements by the closing date of the vacancy announcement.
- Moving expenses___ will X will not be paid.
- New supervisors will be required to serve a one-year supervisory probationary period.
- The individual selected may be subject to a security investigation. Favorable results on a Background Investigation may be a condition of employment or selection to another position.

REASONABLE ACCOMMODATION: The SEC provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency's Disabilities Coordinator, OHR. The decision on granting reasonable accommodation will be on a case-by-case basis.

EQUAL EMPLOYMENT OPPORTUNITY: All candidates will be considered without regard to any non-merit reason such as race, color, sex, age, religion, national origin, or disability status.